Business Office informed of the need for a new or replacement position

Available budget confirmed

* Use Budget Office web site (account # needed)

Identify PCN

* Use Position Cross Reference in UAccess Employee or Vacant Position report in UAccess Analytics (Business Manager Home Page)

Make sure PCN is actively funded

* + Use Position Distribution Request form

Time Approver assigned to PCN

* + Use Modify/Create Position Request form

Position Management questions answered

* + Use Modify/Create Position Request form

PCN Set-up for Work Study (student hires only)

* + Use Modify/Create Position Request form

Publicize employment opportunity in appropriate locations

* Career Track – faculty, appointed, and classified
  + Make note of Career Track job number for future use
* Wildcat Job Link – grad assistant/associate

Verify employment eligibility (FTE, DCC status, visa status, class enrollment for grad/student hires)

Offer letter created

* Use RPO for offer letters to applicable faculty/appt
* Template on HR website

Offer letter approvals

Department approval(s)

College approval (if applicable)

Provost (if applicable)

Other position specific approvals

Offer letter accepted

* Signed offer letter returned from pending hire (includes Grads)

Initiator completes and submits New Hire Request Form

* Required attachments: Signed offer letter (includes grads), application (excludes grads and students), resume’/CV (if required in Career Track), if a non- competitive hire, then attach all required documents stated in the Noncompetitive Selection Policy (<http://policy.arizona.edu/human-resources/noncompetitive-selection>)
* Requires Career Track job number (excludes grads and students)
* Submitted request triggers electronic I-9 unless Remote I-9 box is checked on form

Pending hire completes hiring forms in UAccess Employee (New Employee Work Center)

* Completed forms trigger final approval by Systems Control
* Completed electronic I-9 routes separately for approval and E-Verification

***Note****: Systems Control must have copies of employment eligibility documentation for this final approval.*

New hire accepts contract in UAccess Employee (does not include students or classified staff)

New hire Active and eligible for NetID+